Computer Applications I Name: Date:

Many teens have started a small business from their home to make extra money. Of course, it takes initiative and perseverance to start your own business.

To get started, follow the directions below.

1. In your group, choose a type of business that is suitable for a teen. Below are websites that will give you several ideas. You may pick one of them, or perhaps it will help you to think of something else you would really like to do: (The link to this website is on mrpschneider.wikispaces.com)

* Business Ideas for Teens: <http://www.businessinsider.com/10-awesome-business-ideas-for-the-teen-entrepreneur-2011-2>
* Start a Business as a Teenager: <http://www.wikihow.com/Start-a-Business-As-a-Teenager>
* 7 Small Business Ideas for Teens and Kids: <http://www.moneycrashers.com/business-ideas-teenagers-kids/>
* 37 Great Business Ideas for Young Entrepreneurs: <http://www.mikemichalowicz.com/the-37-greatest-business-ideas-for-young-entrepreneurs/>
* Also search “Businesses for Teenagers to Start”

1. Choose a name for your business.
2. Create separate Google Docs for your business as follows: (download as Word document when completed

* Short description of your business in a Word document using MLA format
* Three SMART goals using MLA format
* A list of supplies for your business and their cost (create a table)
* A list of services you will provide and the cost (numbered list)
* A schedule of work using MLA format (bulleted list)

1. Create word documents using templates for your business

* Business card – Use Word template
* Open a new document in Word.
* Under templates, click on Business cards
* Insert your business information:
* Company name
* Your first and last name
* Job title (Owner or President)
* Street address (city, state and zip code.)
* Phone
* email address
* Flyer to advertise your business – use Word template
* Open a new document in Word
* Under templates, click on Flyers
* Open Event and Marketing flyers
* Select a template suitable for your business
* Insert customized information for your business

1. Create a PowerPoint presentation for your business using the assignments above.

HAVE FUN AND GOOD LUCK WITH YOUR BUSINESS!